

WORKPLAN

***New Hampshire DES, Petroleum Remediation Program
Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement
October 1, 2008 thru September 30, 2011***

1. GOAL 4: Healthy Communities and Ecosystems

Objective 4.2 Communities – Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them

Subobjective 4.2.3 - Assess, Clean Up and Redevelop Brownfields

CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund Grants

OBJECTIVE: The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct cleanup and reuse planning, remediate, or capitalize revolving loan funds to remediate, eligible Brownfields sites. Entities are selected from proposals prepared in accordance with the “Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants,” and submitted in a national competition. The State of New Hampshire was selected for Assessment funding in the FY 2008 competition.

New Hampshire’s petroleum brownfields sites suffer from the classic economic and physical declines observable at all properties suffering from underinvestment caused by contamination concerns. Assessing the ownership status and condition of properties statewide will aid the redevelopment of these properties. In addition our grant is statewide in nature and is targeted toward facilitation and integration of other petroleum brownfields grants and efforts. One of the main goals of the project to be funded by this cooperative agreement is to develop a working inventory of eligible brownfield properties, from which properties will be prioritized and assessed in a streamlined and cost-effective manner. For sites selected for assistance, the goal will be to develop an environmental cleanup strategy and identification of potential funding options. These goals will be accomplished by site-specific and non-site-specific assessment activities. Non-site-specific tasks include developing and periodically updating the working inventory of potential brownfield properties, obtaining contractor services to provide technical assistance and oversight, conducting public outreach workshops and preparing outreach materials relevant to the project. Site-specific tasks include performing assessments, preparing site sampling plans, consulting with, and enrolling appropriate sites in, the State Voluntary Cleanup Program (VCP), and determining whether further assessment, cleanup, or no action is required before redevelopment can occur.

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the Supervisor of the Petroleum Remediation Program, assisted by his staff and the Attorney General’s Office, with technical assistance and oversight to be performed by an environmental consultant.

FUNDING: \$200,000 Petroleum

2. BUDGET:

The total costs estimated for the project must agree with the amounts contained in the Application for Federal Assistance Budget Page (Form 424a). (Use amounts from proposal. Submit two budgets if you receive both hazardous substances and petroleum funding.)

	Task 1 Pre-Award & Community Outreach	Task 2 Selection and Evaluation	Task 3 Phase I/II Assessments	Task 4 Final Report	Total
Personnel	3500	4600	5900	1387	15,387
Fringe Benefits	2414	3172	4070	957	10,613
Travel	1000	1000	1500		3500
Equipment*					
Supplies	500	300	200	500	1500
Contractual	1000	2000	166000		169000
Other					
Total	8414	11072	177670	2844	200000

* EPA defines equipment as items that cost \$5000 or more. Items costing less than \$5000 are considered supplies.

4. WORKPLAN TASKS

The Workplan must describe the tasks/activities to be accomplished, the expected time frame for accomplishment (commitments), the projected outputs (activities and deliverables), and the projected outcomes (environmental improvements and results).

Example Task 1: Cooperative Agreement Oversight

Task 1 - Cooperative Agreement Oversight	Expected Timeframe	Outputs	Outcomes
Subtasks (Commitments)	(FFY Quarter)	(projected activities, deliverables, reports)	(projected results, effects, improvements)
Obtain QEP and legal services: <ul style="list-style-type: none"> • Prepare Governor & Council request to establish petroleum brownfields budget for existing environmental consultant contracts • Conduct annual performance evaluations on consultant 	3 rd Qtr FFY ‘08 2 nd Qtr FFY 2009 and 2010	G&C Submission Performance evaluation reports, and applicable corrective actions	High quality products and services to meet project needs Maintain a high level of work effort
Reporting: <ul style="list-style-type: none"> • Prepare progress reports • Enter site data in ACRES • Prepare final report and grant closeout material 	Every Qtr Every Qtr, min. End of grant	Quarterly reports; updated site database; final report and closeout forms	Regular communication of project status and next steps; current database for congressional reporting
Records: <ul style="list-style-type: none"> • Maintain Grant files • Maintain site project files • Maintain financial records 	Continuously throughout grant period	Accurate and complete files suitable for audit purposes	High quality project records reflective of the work performed
Training: <ul style="list-style-type: none"> • Attend EPA Brownfields Conferences and other related workshops 	TBD	Attend 1 Brownfields conference, minimum	Improve Brownfields knowledge and expand networking opportunities

Example Task 2: Community Involvement

Task 2 - Community Involvement	Expected Timeframe	Outputs	Outcomes
Subtasks (Commitments)	(FFY Quarter)	(projected activities, deliverables, reports)	(projected results, effects, improvements)
<ul style="list-style-type: none"> • Establish Brownfields steering committee 	1 st Qtr FFY '08	Monthly meetings, meeting agendas, attendance lists and meeting notes	An active and motivated workgroup driving Brownfields initiatives
Develop Marketing Material: <ul style="list-style-type: none"> • Create brochure targeting private & public property owners, lenders and developers • Create FAQ fact sheet • Update website 	3 rd / 4 th Qtr FFY '08, then updates as needed	1 Color brochure; 1 FAQ insert; 1 easy to navigate attractive website	Up to date marketing tools to promote project work and disseminate information
Implement outreach strategy in target areas: <ul style="list-style-type: none"> • Meet w/ local community organizations and/or attend local town selectman meetings • Publish program info on DES web page in the local government center newsletter and send out mailing(s) to New Hampshire municipalities 	Initial outreach 4 th Qtr FFY '08 and 1 st Qtr FFY '09, then as needed	Give BF presentations at 3 meetings, including the annual statewide "Consultant's Day" 1 round of mailings to municipalities and article in the Local Government Center newsletter	Improve community knowledge on BF issues and identify potential BF sites
Hold local public meeting on Phase II sites: <ul style="list-style-type: none"> • Discuss Phase II results, and potential cleanup and redevelopment plans 	1 meeting late FFY '09 / early FFY '10, then as needed	Minimum 1 local public meeting, presentation materials, attendance list	Encourage public participation and support of BF project(s) going forward
Stretch goal: <ul style="list-style-type: none"> • Hold statewide petroleum grant workshop 	TBD	TBD	Integrate statewide petroleum brownfields assessment efforts

Example Task 3: Site Inventory and Phase I Assessments

Task 3 - Site Inventory & Phase I Assessments	Expected Timeframe	Outputs	Outcomes
Subtasks (Commitments)	(FFY Quarter)	(projected activities, deliverables, reports)	(projected results, effects, improvements)
Site inventory: <ul style="list-style-type: none"> • Gather recognized and potential brownfields sites in target areas • Enter sites on GIS mapping tool 	4 th Qtr FFY '08 and 1 st Qtr FFY '09, then as needed	Online GIS mapping of potential BF sites	Graphical capturing of BF sites for planning and marketing work
Site prioritization and eligibility determination: <ul style="list-style-type: none"> • Convene steering committee meeting to rank and prioritize sites • Choose initial sites for Phase I investigation • Evaluate site access issues • For each selected site, determine eligibility • Obtain EPA approval for Phase I 	1 st Qtr FFY '09, then as needed	Planning meetings; 2 eligible sites identified in initial inventory search Estimate 2-3 additional eligible sites identified during remainder of grant	4-5 brownfields sites identified with the highest redevelopment and community benefit potential in target area(s)
Phase I investigations: <ul style="list-style-type: none"> • Conduct planning meeting with consultant to discuss approved sites • Consultant obtains access agreement and performs Phase I investigation • Consultant submits draft Phase I report to project team members • Team reviews/comments on draft Phase I • Consultant submits final Phase I report to project team members 	1 st and 2 nd Qtr FFY '09, then as needed	Planning meetings; 1 Phase I Report; updated ACRES database Estimate 1-2 addition Phase I reports during remainder of grant	2-3 High potential Brownfields site assessed through Phase I Total acres assessed through Phase I (TBD)

Example Task 4: Site-Specific Activities

Task 4 – Phase II Assessments & Cleanup Planning Subtasks (Commitments)	Expected Timeframe (FFY Quarter)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)
Phase II preparation: <ul style="list-style-type: none"> • Meet with steering committee to review Phase I results and project direction • Obtain EPA approval to proceed with Phase II • Meet with consultant to Plan Phase II • Consultant submits EPA approved generic QAPP w/ updated organization chart 	2 nd /3 rd Qtr FFY'09, then as needed	<p>Project planning meetings; 1 approved generic QAPP; 1 site approved for Phase II investigation</p> <p>Estimate 1-2 additional sites approved for Phase II investigation during remainder of grant</p>	1-3 high priority sites identified for further investigation and potential redevelopment
Phase II investigation: <ul style="list-style-type: none"> • Consultant submits draft site-specific QAPP addendum to project team for review and comments • EPA/state approval is obtained and consultant submits final site-specific QAPP addendum to team • Consultant performs field work according to plan • Grantee monitors site work and communicates any concerns with EPA/state • Consultant submits draft Phase II report to project team for review and comments • Consultant submits final Phase II report to project team • Project team & steering 	2 nd – 4 th Qtr FFY '09, then as needed	<p>1 or more approved site-specific QAPP Addenda (delineating extent of site contamination on 1 Brownfield site); Phase II report(s) documenting the results; updated ACRES database</p> <p>Estimate 1-2 additional sites approved for Phase II assessments</p>	<p>1-2 high priority sites with complete Phase II assessments that and ready for cleanup and reuse planning</p> <p>Total acres assessed through Phase II</p>

Task 4 – Phase II Assessments & Cleanup Planning Subtasks (Commitments)	Expected Timeframe (FFY Quarter)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)
committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination			
Cleanup & reuse planning: <ul style="list-style-type: none"> • Throughout Phase II process, strategize with steering committee on reuse plans for the site • Conduct marketing to leverage developer/lender interest in the property • Meet with consultant to develop draft cleanup alternatives and remediation plans for the site • Perform public outreach and involvement in cleanup and reuse planning 	FFY '10, then as needed	1 or more internal cleanup and reuse planning meeting(s); 1 draft cleanup alternatives plan; 1 draft remedial action plan; updated ACRES database; 1 public meeting on project results Potential for developer / lender workshop and transaction forum	1 property assessed through cleanup and reuse planning, and ready for cleanup and redevelopment. Acres ready for cleanup and redevelopment

3. QUALITY ASSURANCE

Prior to undertaking Phase II assessments, NH DES contractor(s) will prepare and submit a Quality Assurance Project Plan (QAPP) which meets the approval of U.S. EPA Region I Brownfields Program. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II assessments. QAPP approval will be obtained prior to performing any field activities.

4. Attachment 1 *(Provide completed copies of Attachment 1 for each budget Task where non-contractual costs are being incurred.)*

Attachment 1 – Task Budget Breakouts

Task 1: Pre-Award & Community Outreach

Position/Title	Estimated Time (Hours)	Hourly Wage	Total
16792/SEIII	55.25	\$40.91	\$2,260
40791/Hydro III	20	\$31.06	\$ 620
19883/Hydro III	20	\$31.06	\$ 620
Total Personnel			\$3,500
Fringe + Indirect Costs + Direct Admin Charge(69%)			\$2,414
Travel*			\$1,000
Supplies**			\$ 500
Contractual			\$1,000
Total			\$8,414

* Travel: 30 trips x 70 mi/trip x \$.485/mi

** Supplies: Mass mailing postage \$100, Digital Camera \$200, Copying/Brochure \$200,

Task 2: Selection and Evaluation

Position/Title	Estimated Time (Hours)	Hourly Wage	Total
16792/SEIII	51.75	\$40.91	\$2,120
40791/Hydro III	40	\$31.06	\$1,240
19883/Hydro III	40	\$31.06	\$1,240
Total Personnel			\$4,600
Fringe + Indirect Costs + Direct Admin Charge(69%)			\$3,172
Travel*			\$1,000
Supplies**			\$ 300
Contractual			\$2,000
Total			\$11,072

* Travel: 30 trips x 70 mi/trip x \$.485/mi

** Supplies: Copying \$200, Postage \$100

Task 3: Phase I/II Assessments

Position/Title	Estimated Time (Hours)	Hourly Wage	Total
16792/SEIII	53.25	\$40.91	\$2,180
40791/Hydro III	60	\$31.06	\$1,860
19883/Hydro III	60	\$31.06	\$1,860
Total Personnel			\$5,900
Fringe + Indirect Costs + Direct Admin Charge(69%)			\$4,070
Travel*			\$1,500
Supplies**			\$ 200
Contractual			\$166,000
Total			\$177,670

* Travel: Brownfields Conference cost for airfare, hotel room and meals

** Supplies: Copying \$200, Postage \$100

Task 4: Final Report

Position/Title	Estimated Time (Hours)	Hourly Wage	Total
16792/SEIII	33.9	\$40.91	\$1,387
Total Personnel			\$1,387
Fringe + Indirect Costs + Direct Admin Charge(69%)			\$ 957
Travel*			
Supplies**			\$ 500
Contractual			
Total			\$2,844

** Supplies: Final Report Copying and Report Production Costs \$500